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SUBJECT: Activity Report for January 1963

b. Preparation of NIS Manuscript by the Use of Paper Tape -  
(continued item)

The Office of Basic Intelligence has temporarily suspended work on producing a "live" manuscript on tape due to lack of a typist. The modified Friden typewriter which was being used on this project has been loaned to the Office of Current Intelligence to see if they can use the tape process on several of their publications. These are publications which must be sanitized or added to and reprinted after the first printing. The Division is continuing its study into the problem of converting the customer tape to tape which can be used on Division Linotype machines. Available machines which could do this are either expensive computers or other equipment which would require extensive modifications. Therefore the study is to determine if it would be more advantageous for the Division to develop a machine to accomplish this conversion.

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e. Briefings on 914 Xerox Machines - (new and completed item)

The Division arranged for representatives of the Xerox Corporation to give briefings to employees in different Agency components on the operation and maintenance of 914 Xerox machines. Six briefings have been held to date and one more is scheduled. Approximately 35 to 42 people will be briefed in this series of sessions. It is planned to hold the briefings at frequent intervals.

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g. Space for [REDACTED] Maintenance Man - (continued item)

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The [REDACTED] has agreed to assign one of their employees on a full-time permanent residency in the Headquarters building. This will be done as soon as his security clearance is received. Space has been provided and made ready in the basement of the Headquarters building.

h. Compliance with Depository Library Act - (new and continuing item)

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The Division Chief, who has been designated as the Agency's representative to work with the Superintendent of Documents on the Depository Library Act of 1962, met with the Assistant Librarian and a representative of [REDACTED] to determine the steps necessary to comply with the Act with respect to the [REDACTED]. This is one of five publications which is not classified For Official Use Only and which therefore comes under the provisions of the new Depository Library Act. The Act would require that copies of this and any other Agency unclassified publications not purely administrative in nature be furnished to the Superintendent of Documents for distribution to the Depository Libraries. Such additional distribution would create printing problems. Therefore, it was decided to first obtain a policy decision on whether or not the [REDACTED] publication should be so distributed. Then work out with the Government Printing Office methods of printing and distributing these additional copies and thus relieve PSD of this burden. Similar decisions will be made from time to time on other Agency unclassified publications.

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j. Budget Situation - (new item)

When November budget figures were received from the Budget and Fiscal Branch, AS/OL, they indicated a deficit in the PSD budget in excess of \$160,000. This matter has been discussed with the Chief, Budget and Fiscal Branch and the Deputy Director of Logistics. Since indications are that no money will be made available to make up any deficit remaining at the end of the fiscal year, drastic measures are being taken to reduce this deficit. Among these are the curtailment and elimination of fourth quarter deliveries on paper contracts, elimination of all overtime, the discontinuance of all outside printing, and the elimination of all equipment purchases. These measures will be felt primarily by customers requesting overtime for their work and by those affected by the discontinuance of the procurement of all outside printing.

k. Overtime - (continued item)

The Division worked a total of 553 hours of overtime and holiday time in January compared to 849 hours worked in December 1962. The Division has worked 6,070 hours of overtime in FY 1963 compared to 4,432 hours worked for the same period in FY 1962.

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OL/PSD: [REDACTED] (5 Feb 63)